

# North Carolina Immunization Registry (NCIR)

## Efficient Ordering Processes (Non-COVID-19 Vaccine)

### User Guide

Last Updated: October 28, 2021



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



NCDHHS COVID-19 Response

# Why is it important?

## Why is it important?

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**There is no such thing as a free vaccine.**



- Expired vaccine
- Shipping costs
- Future interface with ordering system

# Tips on avoiding vaccine delay

## To avoid vaccine delays

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### **NCIR Users should verify the following prior to placing an order:**

- ☐ All recent orders have been received (no orders are “In Process”);
- ☐ All inbound vaccine transfers have been accepted;
- ☐ All expired doses of vaccine have been removed from your inventory;
- ☐ and all administered doses have been reported to NCIP (in NCIR or on Vaccines Administered Logs).

Is there an order IN PROGRESS?

The screenshot shows the NCIR web application interface. The top navigation bar includes links for home, change password, logout, and help desk. The user is logged in as Brandon Rector, role NCIR Help Desk. The left sidebar contains a menu with categories: Production Region 8.6.2, System Monitoring, General, Organizations, Maintenance, and Inventory. The main content area is titled 'Manage Orders' and includes a 'Create Order' button and a 'Cancel' button. Below this is the 'Order List' section, which has a 'Show:' filter with radio buttons for Current (selected), Historical, and Both. The 'Current Orders' table has columns for User, Submit Date, and Status. The Status column shows 'IN PROGRESS' circled in red. A red arrow points to 'manage orders' in the left sidebar. A note at the bottom states: 'NOTE: Fields marked with an asterisk \* are required.'

organization [redacted] • user Brandon Rector • role NCIR Help Desk

**Manage Orders**

Create Order

Cancel

**Order List** Show: ☒ Current ☐ Historical ☐ Both

**Current Orders**

User	Submit Date	Status
[redacted]	02/09/2012	<u>IN PROGRESS</u>

NOTE: Fields marked with an asterisk \* are required.

**Production Region 8.6.2**

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**System Monitoring**

check report status

**General**

system user manual

**Organizations**

switch organizations

manage organizations

manage org groups

**Maintenance**

manage users

manage schools

manage physicians

manage sites

manage clinicians

awstats

manage schedules

mass vax definition

mass vax visibility

**Inventory**

manage inventory


manage orders

manage transfers

shipping documents

request transaction sum

## Accept All Inbound Transfers



Production Region 8.6.2


System Monitoring  
check report status

General  
system user manual

Organizations  
switch organizations  
manage organizations  
manage org groups

Maintenance  
manage users  
manage schools  
manage physicians  
manage sites  
manage clinicians  
awstats  
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mass vax definition  
mass vax visibility

Inventory  
manage inventory  
manage orders  
manage transfers  
shipping documents  
request transaction summary

[home](#) [change password](#) [logout](#) [help desk](#) 

organization [redacted] • user Brandon Rector • role NCIR Help Desk

**Manage Transfer**

Create a New Transfer.... [New Transfer](#)

Return to Manage Transfer Screen.... [Cancel](#)

**Transfer List**

**Outbound Transfer**

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
No Outbound Transfer.						

**Inbound Transfer**

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date
<a href="#">02/09/2012</a>	<a href="#">ORDER</a>	[redacted] TION	DOWNTOWN HEALTH PLAZA	<a href="#">02/09/2012</a>		

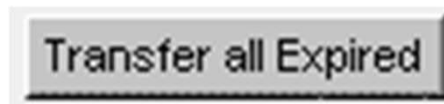
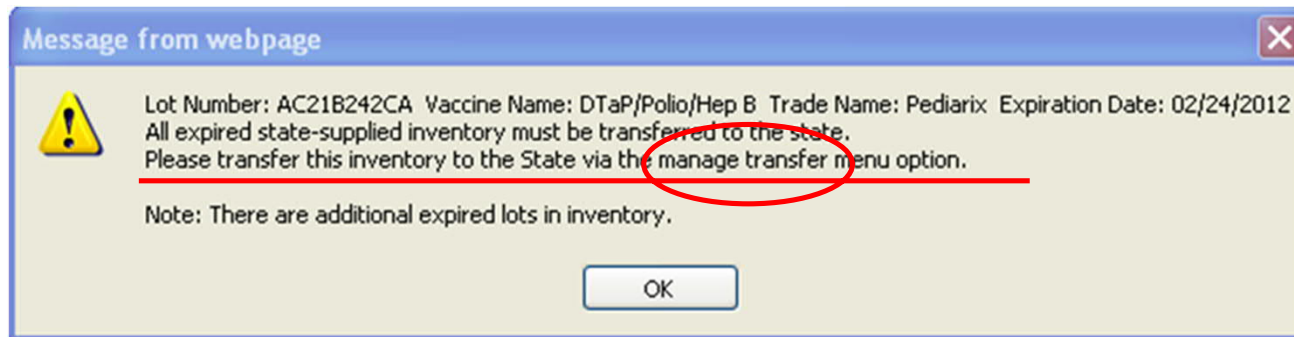
**Historic Transfer (last 7 days by default)**

Show by Last Updated Date From:  To:  [Refresh List](#)

Create Date	Type	Sending Org:Site	Receiving Org:Site	Ship Date	Receive Date	Return Date	Restock Date
Transfer.							

## Remove Expired Vaccine from Inventory

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## Run an inventory report ...

### Run an inventory report and verify vaccine currently on-hand

Report Date: 02/09/2012

Inventory Reconciliation Report / Worksheet

Page 1 of 1

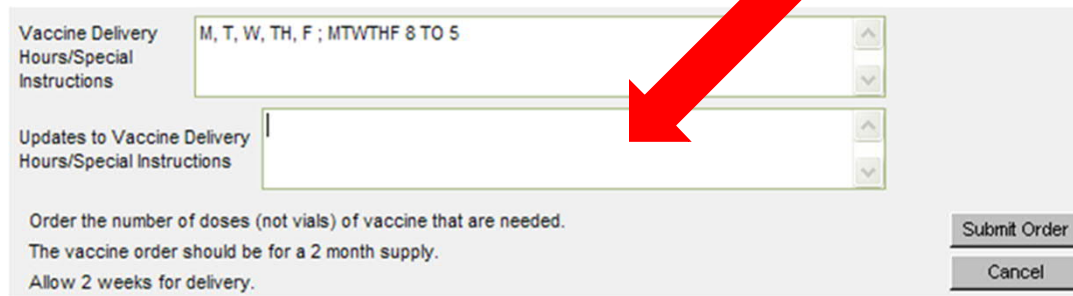
Funding Source	Vaccine Group	Trade Name	Lot Number	Expiration Date	NGIR Reported Doses On Hand	Actual Count of Doses On Hand
State	DTP/aP	Infanrix	AC14B140AA	10/20/2013	6	
State	DTP/aP	KINRIX	AC20B171CA	01/19/2013	26	
State	DTP/aP	KINRIX	AC20B184BA	09/02/2013	10	
State	DTP/aP	Pediarix	AC21B315BA	08/23/2013	66	
State	DTP/aP	Pentacel	C3952AA	03/07/2013	6	
State	DTP/aP	Pentacel	C4046AA	05/18/2013	10	
State	HPV	Gardasil	0963AA	11/09/2013	60	
State	HPV	Gardasil	1229AA	11/12/2013	30	
State	HepA	Havrix-Peds 2 Dose	AHAVB539CA	03/17/2014	75	
State	HepA	Havrix-Peds 2 Dose	AHAVB539CA	03/17/2014	30	
State	HepB	Engerix-B Peds	AHBVC077CA	04/21/2014	5	
State	Hib	PedvaxHIB	1515AA	03/18/2013	16	
State	Hib	PedvaxHIB	1525AA	03/19/2013	30	
State	Influenza	Flu-Mist	YK2208	04/07/2012	166	
State	Influenza	Fluzone Pres-Free	UT4118CA	06/30/2012	170	
State	Influenza	Fluzone Pres-Free	U42318A	06/30/2012	12	
State	MMR	MMR II	0597AA	04/26/2013	68	
State	Meningo	Menveo	M10126A	02/28/2013	40	
State	Meningo	Menveo	M10130	02/28/2013	6	
State	Pneumo Poly 23	Pneumovax 23	1138AA	04/27/2013	8	
State	PneumoConjugate	Prevnar 13	916978	02/28/2013	64	
State	PneumoConjugate	Prevnar 13	F17155	02/28/2013	50	
State	Polio	IPOL	G10831	03/04/2013	6	
State	Rotavirus	ROTATEQ	1195AA	05/26/2013	19	
State	Rotavirus	ROTATEQ	1345AA	04/26/2013	40	
State	Td	Adacel	U40608A	02/22/2014	20	
State	Td	Adacel	U4088AA	02/17/2014	22	
State	Varicella	Varivax	0772AA	06/03/2013	72	

## Note Exceptions in “Special Instructions”

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Special Instructions such as:

- Upcoming mass clinics
- Refrigerator size
- Holiday closures (no delivery)



The screenshot shows a vaccine order form. It has two text input fields with dropdown arrows on the right. The first field is labeled 'Vaccine Delivery Hours/Special Instructions' and contains the text 'M, T, W, TH, F ; MTWTHF 8 TO 5'. The second field is labeled 'Updates to Vaccine Delivery Hours/Special Instructions' and is empty. A large red arrow points from the top right towards the first field. Below the fields, there are three lines of text: 'Order the number of doses (not vials) of vaccine that are needed.', 'The vaccine order should be for a 2 month supply.', and 'Allow 2 weeks for delivery.'. To the right of this text are two buttons: 'Submit Order' and 'Cancel'.

Vaccine Delivery Hours/Special Instructions M, T, W, TH, F ; MTWTHF 8 TO 5

Updates to Vaccine Delivery Hours/Special Instructions

Order the number of doses (not vials) of vaccine that are needed.  
The vaccine order should be for a 2 month supply.  
Allow 2 weeks for delivery.

Submit Order  
Cancel

Remember to **ORDER** appropriately

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- **O**utbound transfers must be completed
- **R**ecieve inbound transfers
- **D**ocument all doses administered
- **E**xpired vaccine should be removed from inventory
- **R**quest vaccine quantities based on suggested order quantity

**(Usage - Inventory On Hand = Suggested Order Quantity)**

# Where to Go for More Help?



## Questions?

### **Contact your Regional Immunization Program Consultant (RIC)**

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

### **NC Vaccines Help Desk**

1-877-873-6247

*(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)*

[https://ncgov.servicenowservices.com/csm\\_vaccine?id=immunizations&sys\\_id=69f035b11b037c9099510f6fe54bcbee](https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee)

# Appendix

## NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager